Details   **Job ID :** 329

    Title : Data Analyst III   **Job Code :** 1007

    Salary : $2,603.00 (Monthly)   **Grade :** 10

    Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR ANALYZING DATA FOR ALL COURT OF JUSTICE CASE MANAGEMENT SYSTEMS.

Required Qualifications

    Education : 4 Year College Degree

    Education Substitute : None

    Experience : 3 Years of Related Experience

Job Required Knowledge

- INTERMEDIATE KNOWLEDGE OF MICROSOFT SQL
- 3 YEARS RELATED EXPERIENCE MUST BE AS DATA ANALYST II

Job Skills/Abilities

- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- TRAIN DATA ANALYST I AND ANALYST II
- MONITOR AND TRACK ALL STATISTICAL DATA REQUESTS
- PRODUCE STATISTICS ON DATA WITHIN COURT OF JUSTICE CASE MANAGEMENT SYSTEMS
- ABILITY TO CREATE SIMPLE CRYSTAL REPORTS
- OTHER DUTIES AS ASSIGNED